

**Goffstown Public Library Board of Trustees**  
**Minutes**  
**August 19, 2020 Goffstown Remote Meeting via Webex**

**1. Call to Order via roll call at 6:29 – Silence Phones**

*Members present:* Aimee Huntemann (Chair), Samantha Homan (Vice-Chair), Aimee Gaudette, Diane Hebert, Kathy Holt, Kathy Coughlin, Richard Manzo

*Also present:* Dianne Hathaway (Library Director) – Library staff on the same floor is Barbara Schuler, Kelly Boyer

(Select Board Representative), Myriam Resnick (Minute Taker)

**2. Public Comment/Guest Speaker/Correspondence**

- Prior to Roll Call Chair Aimee Huntemann read the following Right-to-Know Law Remote Meeting checklist:

**Town of Goffstown**  
**Right-to-Know Law Meeting Checklist**

As Chair of the Library Board of Trustees, due to the COVID-19 Outbreak and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

***a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;***

The Library Board of Trustees is utilizing a telephone conference line for this electronic meeting. The public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following telephone number 1-408-418-9388 and using the access code: 132 230 2945, following any other instructions.

***b) Providing public notice of the necessary information for accessing the meeting;***

The Library previously gave notice to the public of how to access the meeting using the available telephone number with the posted agenda.

***c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;***

If anybody has a problem with telephone access, please call (603) 497-2102.

***d) Adjourning the meeting if the public is unable to access the meeting.***

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let's start the meeting by taking a Roll Call attendance. When each member states their

presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

### **3. Chairperson's Report**

- A thank you to the Friends of the Goffstown Library for weeding of the library lawn.
- The September 2020 meeting of the LBOT will take place at 6:00pm, at the Library to accommodate an update and presentation from SMP and McFarland Johnson. The meeting will not take place to allow for more room.

### **4. Acceptance of Minutes**

- Minutes for 07/15/2020.  
Motion to accept minutes by Kathy Coughlin, Seconded by Kathy Holt.  
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Richard Manzo – Yes.  
Aye: 7, Nay: 0, Abstain: 0.

### **5. Acceptance of Donations**

- Donation of a Sculpito PRO2 3D printer from JoAnn Fabric and Craft stores valued at \$499.99.
- Grant from the NH Humanities Council for the program “Votes for Women: A History of the Suffrage Movement” with presenter Liz Tentarelli that took place on 8/18/2020 (\$200 value).
- Motion to accept both donations by Kathy Coughlin, Seconded by Richard Manzo.  
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Richard Manzo – Yes.  
Aye: 7, Nay: 0, Abstain: 0.

### **6. Financial Report: Monthly Manifest, Bank Statements, Treasurer's Report and Signatures**

- Aimee Huntemann signed a check to Ingram for \$16.95 for a book for the McKinnon memorial.
- Samantha Homan signed a check to the Town of Goffstown for \$1000.00 for bookkeeping services.
- Aimee Huntemann signed a check to Ingram in the amount of \$13.20 for 1 book for the McKinnon memorial.
- Aimee Huntemann signed a check in the amount of \$200 for Liz Tentarelli for NHHHC event on 8/18/2020.
- Aimee Huntemann signed employee change of status forms (resignations) for both Library Pages. The employees will not be replaced for the time being.

## **7. Other Reports**

### **a. Library Director's Report**

- The elevator room was scraped and painted. Jess Koch will do a touch up tomorrow.
- The contractor will send an offer for siding to Dianne Hathaway and Samantha Homan.
- Expert Pest Control came for paper wasps. Some were inside the building on the second floor and have nested inside the windows. Will be back to spray in the parking lot when the library is closed.
- Library Pages that are leaving will be replaced in the long run but not yet.
- Phase 4 was started last Monday with the foyer being set up for people browsing selections from all categories. It has been well received by the community so far.
- People had to be told to only take one disposable mask at a time.
- Statistics look like last month. Dianne Hathaway is expecting statistics to look quite different from other years for at least the remainder of 2020 and possibly through parts of 2021.
- The trustees received quick updates from youth and adult services.
- Printing charges have been reintroduced. \$28.25 in printing cost were accrued during the previous period.

### **b. Administration and Finance Committee Report**

- More Budget Draft work was done.
- The form and payment for the articles of Incorporation have been sent in. The name of the foundation was rejected because the name of the foundation is too close to the name of the Friends of the Goffstown Library. The Friends group needs to write a letter permitting the foundation to be called Goffstown Public Library Foundation.

### **c. Buildings and Facilities Committee Report**

- Dianne Hathaway will contact Jess Koch to scrape, caulk paint and repair exterior of the elevator room. The estimate was under \$400, so it does not need a board vote.
- The cleaning service has improved.
- A presentation from SMP and McFarland Johnson with preliminary draft concepts for the expansion was made.

### **d. Human Resources Committee Report**

- HR has drafted a recommendation for new Library Director Evaluation forms and procedures.
- HR discussed wording in personnel manual for performance-based pay increases and reaffirmed that the language works.
- The NHLTA Award nominations were sent in well before the 8/15/2020 deadline.

**e. Friends of the Library Update**

- Cancellation of the October Book Sale and the Once Upon a Pie Event in November. As they have the funds for all expected expenses through 2021 they are not concerned to lose these events.
- The weeded the Library lawn and grounds on 8/15/2020.
- The current officers will serve another year.

**8. Report on Meetings of Note: August: Aimee Gaudette (September: Samantha Homan)**

- Select board meeting: Kelly Boyer gave an update on the library's move to phase 4 and mentioned the story walk that will continue through the end of August.
- CIP discussed large projects through 2021 and 2022. Both years are very flat and even in budget and asked if any large projects could possibly be moved forward as 2023 is expected to have a large increase in the budget.
- They discussed a project for Parks & Recreation and the library project. They asked about the planning stages of the library expansion. Kelly Boyer briefed that phase 1 has been completed but phase 2 was slightly delayed due to Covid-19 but has gotten back on track. And the next steps are expected to be completed on schedule in the next 4-5 months. Her recommendation was to keep the library expansion project as scheduled.
- Jeff O'Brien will present the projects to the planning board on September 10, 2020.
- The planning board will make a recommendation to the select board that will release it to the budget committee.
- Kelly Boyer will do the town portion of the presentation and the trustees will be on backup for additional questions but do not need to be present in an official capacity.

**9. Old Business**

**a. COVID-19 Update**

- Department heads met and Dianne Hathaway shared her concerns to open the library any further for the moment. The fire chief agreed.

**b. Feasibility Update**

- Some preliminary drawings for the library expansion were shown.
- The committee was impressed with the designs, the consideration of initial concerns from the trustees and the library staff and the incorporation of indoor, outdoor, and parking space.
- The design adds bathrooms on the second floor and will leave the third floor to staff only. Current staffing levels can be maintained in the new layout.
- Staff was able to look at the designs and are asked to give their feedback. Staff should think through their entire set of tasks to look for functionality errors.
- The board is asked to look at potential dates for community input sessions starting end of September/ October 2020 and in January/February 2021.

**c. Board Goals, discussion.**

- More strategic planning sessions will be held as possible with Covid-19.
- The board's mission statement will be reviewed.
- More efforts to engage millennials with and without children with the library.
- The board's bylaws will be reviewed.
- Recruitment, onboarding, and training of trustees will be reviewed and improved.

**10. New Business**

**a. Budget preliminary draft discussion with options.**

- The budget does not include a potential 3% increase on the retirement cost due to a planned vote on the state retirement system in early September. If the change is approved it will take effect July 15, 2021. These numbers are not included in the latest draft.
- The budget is very responsible.
- The main changes are one staff's eligibility for educational expenses and an increase in cost for computers and digital content.
- The computer line is not completed but will increase.

**b. HR Recommendation for Library Director Evaluation**

- A thank you for Kathy Coughlin for drafting the new document.
- The evaluation has been created as a Google Form and Google Doc.
- Kathy Coughlin took information from the American Library association, input from Dianne Hathaway and the HR committee to create two new evaluation forms.
- The links were sent to all trustees for review.
- The library director's self-evaluation has separate questions from the Trustees evaluation form but is kept in the same format and grading. Both forms are built to get as much accurate information as possible.
- The director's self-evaluation form has multiple specific comment sections as well as a general one.
- The wording had to be simple for the output to display properly.
- The various aspects of library operations are evaluated with multiple choice questions ranging from excellent to poor.
- At the end every evaluator is asked to give meaningful comment on any or all topics above and to make suggestions for the director's goals.
- A document was created to develop a script for the presentation of the evaluation to the library director. This document explains what the various scores mean as well as areas for additional comments.
- The trustees are asked to send in their change suggestions by Saturday, August 22, 2020 no later than 4pm.
- After changes have been made it will be brought for a vote – hopefully in September.

**c. Items for Town Monthly Executive Report**

- The September 16, 2020 board meeting will begin at 6pm.
- Acceptance of donations.
- The library is now in phase 4 of the reopening plan.
- The board discussed goals and moving forward with additional strategic planning.
- The board reviewed the current draft of the 2021 library budget.
- The HR committee recommended a new tool for the library director's evaluation annual performance review.

**d. Miscellaneous**

- Dianne Hathaway wants to make sure everybody has given their input on the budget. The trustees are asked to go over it again line by line and send any concerns to Dianne Hathaway and A&F.
- The trustees thank the staff for the wonderful job they did with all their programs and activities.

**11. 'Parking Lot'**

- Statistics Breakdown
- Alternate Recruitment

**12. 7:30 pm Non-Public Session per RSA 91-A:3, II (a,) was not held.**

**13. Meeting adjourned at 7:35pm by Aimee Huntemann.**

*I certify that these minutes reflect the contents of this meeting to the best of my abilities.*



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(Myriam Resnick, Minute Taker)